

## Paycheck Protection Program Document Checklist and Certifications

In preparation for your online application for the Paycheck Protection Program, we ask that you gather the following checklist of items that may be needed to complete the application process. Gather documents that provide proof of payment for allowable expenses under Paycheck Protection Program and be ready to make related certifications for the application. This checklist does not preclude us from requesting additional information.

- ✓ 2019 IRS 940, 941 or 944 payroll tax reports; if 941, all 4 quarterly reports are required
- ✓ 2019 Business Tax Returns
- ✓ Payroll processor records that demonstrate previous 12 months of payroll and related expenses
- ✓ 2019 NYS-45 all 4 quarters (NY Unemployment is a payroll cost)

### Sole Proprietorships

- ✓ Records of income and expenses OR 2019 Schedule C
- ✓ Proof of payments of any compensation or income of a sole proprietor or independent contractor that is a wage, commission, income, or net earnings from self-employment, or similar compensation

### Independent Contractors

- ✓ 1099s for 2019
- ✓ Proof of payments of any compensation or income of a sole proprietor or independent contractor that is a wage, commission, income, or net earnings from self-employment, or similar compensation

### Necessary only if included in loan amount calculation

- ✓ Documentation showing total of all health insurance premiums paid by the company owner(s) under a group health plan.
- ✓ Documentation of the sum of all retirement plan funding that was paid by the company (not funding derived from employees payroll)

### **\*\*EXCLUDED Payroll Costs:**

- Compensation of an individual employee in excess of an annual salary of \$100,000, as prorated for the period February 15, to June 30, 2020
- Payroll taxes, railroad retirement taxes, and income taxes
- Any compensation of an employee whose principal place of residence is outside of the United States
- Qualified sick leave wages for which a credit is allowed under section 7001 of the Families First Coronavirus Response Act (Public Law 116– 5 127); or qualified family leave wages for which a credit is allowed under section 7003 of the Families First Coronavirus Response Act

Online application can be found at:

<https://www.sba.gov/sites/default/files/2020-04/PPP-Borrower-Application-Form-Fillable.pdf>